

System Requirements and Download Instructions

System Requirements

Microsoft Access 97, 2000, or a later version is required.

To find out if you have Microsoft Access on your PC and what version you have, follow these steps:

1. Click on the Start Menu and select "Programs." If Microsoft Access is loaded on your PC, you will see it listed on the Programs menu.
2. If Access is listed on the menu, select it to run the program.
3. If a dialog box appears, click Cancel.
4. Select "Help" and then "About Microsoft Access" from the menu at the top of the screen. A box should pop up that lists the version of Access that you have.

Download Instructions

1. On the download screen, click on the link that matches your version of Access. If you have Access 2002 or a later version, use the Access 2000 link.
2. Be sure to select "OPEN" or "RUN" rather than "save" when prompted. If "save" is the only option in the dialog box, check the Frequently Asked Questions document for information on how to proceed.
3. The database will be downloaded to the DCH folder on the C drive.
4. Once the download is complete, the database will open automatically in Microsoft Access. However, after you close the database, you must restart Microsoft Access to open it again (see below).

Before You Enter any Data

Before you enter any data in the database, please review the following:

1. The database does not have to be in the DCH folder on the C drive for its features to work. If needed, the database can be moved to another location on your computer or the organization's network by simply cutting and pasting the file. However, the Pkzip file must remain in C:\DCH.
2. You can only enter data for one facility in the database. Therefore, if you are working with more than one facility, you must make a copy of the database file for each facility.

How to Reopen the Database

After you close the database, you must start Microsoft Access to open it again. Follow these steps:

1. Start Microsoft Access (click on the Start Menu and select Programs, Microsoft Access).
2. If a dialog box appears, click Cancel.
3. Select File from the menu. If the database name appears at the bottom of the pull-down list, select it.

Otherwise, follow the remaining steps.

4. Select Open from the File menu.
5. Specify the C drive as the Look-In location (unless you moved the file to another location).
6. Double-click the DCH folder.
7. Select the database that you downloaded.
8. Click the Open button.